

# Materials, Services, Facilities and Technology Fee Fiscal Year 2018-2019 Budget Request Form

**DUE: Friday, January 19, 2018**

If you have questions about this form, please contact Gina Matibag at (805) 437-3320  
For additional information please consult the MSFT web page

## ▼ Application

### Project or Activity Title

Classroom Instructor Stations / TI05

### Requestor

Herbert Aquino

### Requestor Phone Number

805-437-8550

### Requestor Email

herb.aquino@csuci.edu

### Amount of MSFT Funding Requested

77297.00

### Date Funding Needed by

9/1/2018

### Are you a member of the Division of Student Affairs?

- ☒ No  
☐ Yes

### Please select your AVP/Dean

Aquino, Herb - Interim AVP for Technology Operations / Deputy CIO

### Will you receive funds from any other source(s)?

- ☒ No  
☐ Yes

### Has this project or activity previously received MSFT funding?

- ☒ No  
☐ Yes

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Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional files as needed (applicants may be requested to meet with the committee to discuss proposals)

### 1. Brief Project Description

Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

### 2. Project/Activity Budget

Please enclose a complete detailed budget of the entire project. Indicate specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

### 3. Project Assessment

Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

### 4. Sources of Project Support

Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

### Brief Project Description

In order to provide the best experience for students, instructor station computers should be replaced about every 3 years. Due to lack of funds, the Division of Technology & Innovation (T&I) has been keeping computers for 5-6 years and even longer, but this results in slower computers and more down-time. While general technology and instructional funding has been used for upgrades in the past, these funds have dried up due to reduced state spending.

Computers in areas such as classrooms get very heavy-duty use; they are often used 12 or more hours per day), much more than a typical consumer-level home computer. To facilitate rapid and efficient repair, the University must support standardized equipment (i.e., limited number of makes and models). Preference for desktop computers is given to all-in-one workstations, which reduce clutter and use less desk space.

Computers shall be procured and installed over the course of the 2018-2019 fiscal year. Replacement of computers shall take place according to priority determined based on need and to minimize disruption to curricular or co-curricular activities.

### Brief Project Description Additional Documents

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### Project/Activity Budget

The instructor computer priorities listed below are based on the opinion of T&I employees and their familiarity with the age, condition and usage of the computers affected. This proposal (and the detailed, prioritized budget attached in Excel) are meant to facilitate a la carte selection for upgrades desired by the committee. The only constraint is that refresh of affected devices in a single classroom or lab area must be completed simultaneously (i.e, all computers in a selected space must be replaced at the same time).

In the attached budget in Excel, elements are ranked according to priority. Additional cost reduction options are available in the "Further Cost Options" column.

### Project/Activity Budget Additional Documents

[TI05.png](#)

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### Project Assessment

1. Timeliness of installation and/or upgrade of affected computers  
2. Installation and/or upgrade process proceeds according to listed priority.  
3. The rate of hardware failure in upgraded locations decreases or remains the same.  
Student satisfaction with IT equipment will be gauged in a satisfaction survey.  
To acknowledge the use of student funds, small stickers may be affixed to each affected device as desired. In addition, T&C can create and post acknowledgement in rooms whose equipment has been upgraded, at the rate of ~\$50 per room.

### Project Assessment Additional Documents

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### Sources of Project Support

MSFT is the only source of support for the project.  
MSFT is the only source of funding support for this project.

### Sources of Project Support Additional Documents

[2018-2019 MSFT TI Request.xlsx](#)

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### Fiscal Management:

Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases and transfers of funds related to approved projects.

Please review MSFT web page for information about the fund and its objectives before submitting your application.

 Herbert Aquino Jan 19 2018

### ▼ AVP/Dean Review

☒ I approve of this MSFT Fee Application

 Herbert Aquino Jan 19 2018